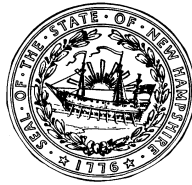**Virginia M. Barry, Ph.D.**
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

ASP.net/SQL Consultants

July 3, 2012

The NH Department of Education is seeking individual consultants to develop SQL queries and reports, and individual consultants to develop and/or enhance ASP.net applications. Consultants who apply for this work must have one or both of these skills. Depending upon skill set, consultants will be assigned to work on existing systems or create new reports, queries and web applications to enhance our current data system environment.   The Department has a series of ASP.net web applications and SQL Server databases that are used by educators and many other stakeholders to help improve the education for students throughout the state. These consultants will help enhance these systems.

Applicants will have flexibility, if desired, to work remotely for a good part of their work (more details below).

DEADLINE FOR RECEIPT OF PROPOSALS

Applications due: Proposals will be reviewed starting July 20th, 2012. Proposals received after this date will be considered until the positions have been filled.

PROPOSAL INQUIRIES & SUBMISSION

Questions regarding this Request for Proposals (RFP) and Submission of Proposals should include applicant fax number and/or email.

Direct questions to:	Direct proposal to:
Irene Koffink Department of Education 101 Pleasant Street Concord, New Hampshire Fax: (603) 271-7530 Phone: (603) 271-3865 Email: irene.koffink@doe.nh.gov	Marjorie Schoonmaker Department of Education 101 Pleasant Street Concord, New Hampshire Fax: (603) 271-7530 Phone: (603) 271-3620 Email: Marjorie.schoonmaker@doe.nh.gov

CONTRACT PERIOD

From the date of approval by Governor and Council through June 30, 2013.

PURPOSE AND BACKGROUND

The purpose of the ASP.net/SQL Consultants is to create ASP.net applications and/or develop queries and reports using Microsoft SQL Server and related Microsoft reporting tools. The consultants will be extending existing applications, developing new applications, modifying existing reports and creating new reports.

The Department is focusing on three initiatives: 1) develop tools to help schools evaluate effective educators, 2) develop tools to allow a variety of stakeholders access to individual and/or aggregate student data to improve student education (groups include, special education students, foster children, etc.) and, 3) develop tools as part of an early warning system and college readiness system to help ensure students are successful in k-12 schools and prepared for college. The ASP.net/SQL Consultants will play an instrumental role in helping achieve these outcomes.

Over the past eight years, the Department has created web applications, databases and reports that comprise a series of custom applications that are used to manage student data. These systems include the *i4see system,* used to collect and verify student level data for all publically funded students; a *District Profile* web application used to present reports and aggregate information showing the progress of schools; the *EL system* used to collect and manage data for English Language Learners; a *SLED Database* used to summarize and report on student progress; as well as many other systems and reports. The Department has a small, but strong team of developers that have created and continue to support these systems. However, the quantity of work for this team is greater than can be achieved. Therefore this RFP is looking for consultants to assist this team.

The Department uses primary Microsoft technologies to develop these systems. Technologies include; Microsoft ASP.net, SQL Server, Transact SQL and Microsoft SQL Server Integration Services, Microsoft SQL Server Reporting Services, Management Studio, Visual Studio, and SourceSafe. Development is done following Department standards, with well-commented code and following a thoughtful design specification. The Department technology team is a collaborative team that works well together, supports each other and provides assistance to each other to leverage individual expertise.

To provide a bit more background the following describes the two primary systems at the core of much of the development work.

a. i4see: Initiative for School Empowerment and Excellence.

The New Hampshire Department of Education implemented a student level data collection system, required for all public schools, in 2004. This student level collection has been expanded upon and as of the 2010-11 school year, all schools are asked to submit course roster information for each of their students. The i4see effort, as its name

describes, is based in the concept of helping schools. As such in 2007, the Department contracted with SunGard/Performance PLUS (formerly Performance Pathways) to implement their Performance Tracker, Assessment Builder and Tech Paths software. This software is part of the i4see: Follow the Child Assistance Center and enables districts and schools to analyze state and local assessment data in conjunction with student demographics, enrollment and academic data. Schools can also develop and administer local assessments as well as import data from national assessments they conduct locally. Finally, districts can buy-into a module to map curriculum and lesson plans and connect their curriculum to the assessments.

The goal of the project is to help schools leverage data to better inform their practices. Data driven decisions can improve instruction and assist in the development of students' personal, social, physical, and academic development.

Districts submit data to the Department of Education periodically throughout the year. By combining this local data with assessment data the Department of Education works with SunGard/Performance PLUS to build a data warehouse of information for teachers and other educators. Secure access is then granted to individuals within schools to access the data appropriate for their instruction.   As extensive data is now available for schools/districts, it is critical that the data is accurate and completed.

b. Data Warehouse and Related Applications

Over the past three years, the Department has worked to integrate several databases to provide vital data used for the above project, to meet federal reporting requirements and to provide data to stakeholders throughout New Hampshire and beyond.

The Department has built solid skills in Microsoft SQL Server Reporting Services to enable an infrastructure that is guiding our work today. This infrastructure is the basis for our current reporting development. This infrastructure is empowering end-users with the department to manage their own data and provide reports to their primary external stakeholders (local schools or public user groups).

As part of this effort, a NH School and District Profile page (http://my.doe.nh.gov/profiles/) was created to provide summary information to the public. This profile page will be a central resource to build upon. The data warehouse will be expanded through additional data collections from k-12 schools, post-secondary institutions, other state agencies and other source systems. This expansion will have a significant impact to the ability of schools to improve education delivery for the students of New Hampshire.

II. REQUIREMENTS/ELIGIBILITY

ASP.net/SQL Consultants must have experience with the technologies used by the Departments technology systems. Applicants do not need to have experience with all the technologies. For example, someone with strong Microsoft SQL Server skills but no ASP.net skills could apply to help with database and report queries.

ASP.net/SQL Consultants will be expected to attend weekly status meetings. The attendance for many of these meetings can be virtual; however, a minimum of once per month the consultants will have to join the status meetings in Concord. Consultants will be expected to attend meetings in Concord when necessary to gather business and technical requirements. Programming and related work can be done off-site as well.

Consultants should be able to work with business users to understand business requirements, document the requirements and translate the requirements into a technical specification. They should have good communication skills, good writing skills, work well in a collaborative environment, be self-starter / independent workers and have a commitment to high quality work. An understanding of education policy and operations is preferred but not required.

III. SERVICES TO BE PROVIDED

ASP.net/SQL Consultants will develop queries, create database objects, develop web applications and perform related business and technical jobs to meet the goals of the three initiatives defined below.   In particular the consultants will be expected to perform the following activities. Again, applicants may apply with specific skills that will focus on a subset of these activities.

1. The Evaluation of Effective Educators
    a. Collection of educator and assessment data
    b. Data validation
    c. Reports and tools to view growth and performance results
    d. Develop a system to manage the process (timeline, schedule, completion status, etc.) to evaluate educators

2. Informed Decision Making
    a. Expand the School and District Profile by developing reports to provide greater access to education information to multiple stakeholders
    b. Integrate special education data into the i4see system and data warehouse
    c. Integrate juvenile justice and foster data
    d. Develop a return on investment indicator
    e. Create a dashboard integrated into the District Profiles

3. College and Career Readiness
    a. Integrate early warning indicator data
    b. Develop an early warning indicator report

c. Integrate data for college and career readiness
d. Develop a college and career readiness report

IV. APPLICATION REQUIREMENTS

Applicants for this ASP.net/SQL Consultant RFP must provide the following information, not to exceed 5 pages, double-spaced, with font not smaller than 12 points:

1. a completed and signed Cover Sheet;
2. a concise abstract of your experiences that explain the background you would bring to the role of the ASP.net/SQL Consultant ;
3. a description of the services that you could provide as the ASP.net/SQL Consultant ;
4. time available (hours, days of the week); expectation for work location (including amount of anticipated time at the DOE and offsite)
5. a budget based on a per hour cost (hourly rate should include expenses and travel cost – you will not be able to bill separately for travel costs.); and
6. a current resume with at least two (2) references.

Candidates may submit their proposal indicating a maximum number of available days of service during the contract period. As a part of their contract, candidates will agree to participate in monthly half day meetings to be held with the Department of Education staff. The budget/proposal should include time for these meetings. Contractor(s) should not anticipate compensation for travel to and from the Department of Education.

V. PROPOSAL SUBMISSION AND REVIEW

Bid Procedures

1. To be considered for funding, an original and two identical copies of a formal proposal must be sent or delivered to *Marjorie Schoonmaker*, by the deadline specified in this RFP. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

2. Proposals shall be submitted to:
   Marjorie Schoonmaker
   Department of Education
   101 Pleasant Street
   Concord, New Hampshire
   Fax: (603) 271-7530
   Phone: (603) 271-3620
   Email: Marjorie.schoonmaker@doe.nh.gov

3. Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be rejected. A review panel will evaluate applications according to application requirements. The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include:

a. *(zero to 45 points)* a concise abstract of your experiences that explain the background you would bring to the role of the ASP.net/SQL Consultant;

b. *(zero to 30 points)* a description of the services that you could provide as a ASP.net/SQL Consultant;

c. *(zero to 10 points)* a description of your work schedule offsite and onsite; and

d. *(zero to 15 points)* an itemized budget of cost per hour times the number of hours of contracted service to be provided.

4. In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, a page limit has been established for the proposal (see Section IV). However the bidder's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

5. Qualified bidders may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with the proposal evaluation team to discuss their proposal.

6. Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see Attachment B).

7. Notification: It is the Department's intent to act promptly. Following review, the eligible ASP.net/SQL Consultant (s) will be contacted by Department of Education staff to discuss any modifications that may be required. Applicants whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

VI.   Timeline
Individual contracts exceeding $2,500 require Governor and Council approval. It is anticipated that the effective date for the contract will be on passage by the Governor and Council. The contract will extend through June 30, 2013.

VII.   Limitation on Price
The bidder should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided. The state has limited funds. Hourly rates must be competitive.

VIII. Terms and Conditions

1. Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.

2. In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 97 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners. Prior to the contract closing date, the contractor will provide all necessary computer files to the Department.

3. Any and all documents produced as a part of this contract become the property of the New Hampshire Department of Education.

4. The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.

5. The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.

6. The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.

7. If the Department chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The Department shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.

8. The Department may determine if it is in the best interest of the State to seek a "BEST AND FINAL OFFER" from bidders submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide a bidder the opportunity to amend or change their original proposal to make it more acceptable to the State. The Department reserves the right whether or not to exercise this option.

9. Any expectations of support by the Department must be clearly defined by the Contractor.

10. Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Department of Education.

11. The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.

12. All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of state, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

13. When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.

14. The Department expects to award a contract to one or more successful bidders.

IX.   Terms and Conditions – for full time Local Education Agency Employees
Full time employees of a school district shall work out a mutual signed agreement with their administration to serve as a ASP.net/SQL Consultant .

X.   Evaluation of Proposals
All proposals will be reviewed and rated by an evaluation team appointed by the Director of the Division of Program Support at the Department of Education. The Division Director will then make the final selection based upon the evaluation team ratings. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in Bid Procedures above. Additional points will be awarded for elements of added value for the Department that the Contract proposes. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the awarding of a contract. If the Department chooses to award a contract relative to this RFP, it shall be to the responsive bidder that receives the highest total rating as a result of the proposal evaluation process.

XI.   Tentative Work Schedule
Selected contractors will be notified by July 1, 2013. The contracting officer at the Department of Education will work with the successful bidders to prepare a contract for submission to the Governor and Council.

XII.   Further Information
See contact information above.

XIII.   Vendor Service Evaluation

The work of the vendor(s) will be evaluated to ensure the services are effectively completed. The vendor(s) should keep a log of the work performed under the contract and report to the department on a weekly basis.

COVER SHEET

ASP.net/SQL Consultant RFP

(COMPLETE ALL THAT APPLIES)

APPLICANT: _____

PROJECT TITLE: _____

PROJECT DIRECTOR:

       NAME: _____

       TITLE: _____

       ADDRESS: _____

                _____

TELEPHONE: _____   FAX: _____   E-MAIL: _____

AMOUNT OF FUNDS REQUESTED: $ _____

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

_____   _____
Typed or Printed Name of Person Submitting   Title

_____   _____
Signature of Person Submitting   Date

STATE OF NEW HAMPSHIRE

ALTERNATE W-9 FORM
PAYER'S REQUEST FOR TAX PAYER IDENTIFICATION AND CERTIFICATION

PLEASE USE THIS FORM TO PROVIDE THE REQUESTED INFORMATION

Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the State whether or not you are required to file tax returns. If this number is not provided you may be subject a 31% withholding on each payment made to you . To avoid this 31% withholding & to ensure the accurate tax information is reported to the **IRS, A RESPONSE IS REQUIRED.**
   If a service provider is part of a GROUP PRACTICE, it is the group name & TIN which is required on the Alternate W-9.
   If the service provider is a SOLE PROPRIETOR, it is the individual name & TIN which is required on this Alternate W-9.

NAME_____

ADDN'T OR D.B.A. NAME_____

ADDRESS_____

CITY/STATE/ZIP_____

TAXPAYER IDENTIFICATION NUMBER INFORMATION

Please indicate what the number below is - CHECK ONLY ONE:

____EMPLOYER IDENTIFICATION NUMBER OR ___ SOCIAL SECURITY NUMBER

NUMBER USED ON IRS TAX RETURN   ___ ___ ___ ___ ___ ___ ___ ___ ___

(This number must be the one assigned to the name given above)

DESIGNATION - Select ALL that best describes your business. For more information see the letter enclosed with this form.

___ Corporation	___ Individual	___ Estate or Trust
___ Government (Federal/State/Local)	___ Sole Proprietor	___ Rental
___ Rental Agency	___ Partnership	___ Emt Exams
___ Non-Profit (attach copy of exemption		

List the principal type of service, product, or other provided:_____

_____

Under penalty of perjury, I declare that the information provided is true, correct and complete, to the best of my knowledge and belief.

NAME & TITLE (print or type)_____

SIGNATURE_____DATE_____
TELEPHONE # _____

INSTRUCTIONS FOR COMPLETING ALTERNATE W-9

Please complete ALL sections of the form. If any section is left blank, the form will be returned and payment to you may be delayed. Please complete the name and address portion of the form as you wish to have payments made.

NAME

This is the name to whom checks will be made payable. It must be the name that matches the taxpayer identification number on the form.

ADDRESS and CITY/STATE/ZIP

This is the address to which checks will be mailed.

SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER

This is used to indicate what type of number is being used as the taxpayer identification number. Check **one** box only to indicate what type the taxpayer identification number is.

NUMBER USED ON IRS TAX RETURN

This number should be that which is assigned to the named indicated on the form. Be sure to fill in all 9 digits.

DESIGNATION

Please select the designation which best describes your business. The following is a brief description of each:

Corporation: You are incorporated.
Government: You are federal/state/local government agency.
Non-Profit: You are a non-profit agency. You will need to supply a comply of your tax exemption.
Rental Agency: You would check there.
Estate or Trust: You would need to list trustees.
Rental: You will have to let us know if you are Sole Proprietor or Individual.

TYPE OF SERVICES

List the type of services or goods that you provide. The following is a brief description of each.

Services: Child Care, tutoring, tuition, fees, rental, counseling, case management, transportation, etc.
Goods: Books, supplies uniforms, tools of the trade etc.

MISCELLANEOUS

Please complete the form by printing or typing in your name and title (if applicable), signature , date, and telephone number where you may be reached during the week day. This information should be accurate and readable in the event that we need to contact you for clarification or additional information. Remember, if you need any assistance in completing the form or have any questions, call the number in the letter.